

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the City Administrator

January 15, 2021

Fiscal Year (FY) 2020 was an unprecedented year for all DC residents, businesses and the District Government. In March 2020—the second quarter of the fiscal year—Mayor Bowser declared a public health emergency and District government quickly pivoted to respond to the COVID-19 global health pandemic. To align with recommended social distancing and public safety guidelines, in just one day, over 60 percent of District government employees transitioned to a telework posture. In addition, many District agencies limited or temporarily ceased most in-person activities and services.

The global health emergency required the District to significantly reallocate financial and personnel resources to respond to the pandemic. With the change in operations and a substantial decrease in revenues, the District's response required all agencies to determine how to best provide services to District residents, visitors and employees, while maintaining the necessary protocols to help slow the spread of COVID-19.

As such, the global health pandemic greatly impacted some agencies' abilities to meet their FY20 key performance indicators (KPIs) and strategic initiatives established prior to its onset as agencies shifted resources to respond to COVID-19. Therefore, outcomes for KPIs and strategic initiatives reflect a shift in District priorities and efforts during this crisis. While we continue to believe strongly in performance tracking to improve District services, the data for FY20 is not fully indicative of agencies' performance and should be reviewed factoring in the unprecedented challenges encountered in FY 2020.

Sincerely,

A handwritten signature in black ink that reads 'Kevin Donahue'.

Kevin Donahue
Interim City Administrator



Corrections Information Council FY2020

Agency Corrections Information Council

Agency Code FIO

Fiscal Year 2020

Mission The District of Columbia Corrections Information Council (CIC) is an independent monitoring body mandated by the US Congress and the DC Council to inspect, monitor, and report on the conditions of confinement at facilities where DC residents are incarcerated.

Summary of Services The Corrections Information Council operates through the following program: Prisoner Well-Being – provides comprehensive inspections of Federal Bureau of Prisons and Department of Corrections facilities and contract facilities where District residents are incarcerated. The CIC makes recommendations to maintain or improve the conditions of confinement and well-being of District residents in these facilities.

2020 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Signed first Memorandum of Agreement with the DC Department of Corrections.	It allows the CIC to continue its mission to report of conditions of confinement, and strengthen communication channels with the DOC administration.	It underscores the CIC's mission to report of conditions of confinement with the CDF and CTF.
The CIC continued to communicate with the incarcerated population and executive agencies to acquire information relative to conditions of confinement during the pandemic, despite prohibitions regarding on-site facility visitation.	The CIC was able to continue monitoring conditions of confinement for DC code offenders in the BOP through innovate means, such as issuing surveys and building additional relationships with organizations as a source of data.	The CIC was able to continue an adapted version of monitoring conditions of confinement for DC code offenders in the BOP.
During the pandemic, the CIC assured that all BOP residents received Washington Lawyers' Committee and DC Public Defender Service information regarding the Compassionate Release guidelines and the application procedures for the Clearinghouse.	It has strengthened CIC's communication with individuals impacted by the Compassionate Release legislation.	It has allowed the CIC to report on data and provide insight relative to the Compassionate Release process.

2020 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
1 - Improve transparency of the corrections systems through inspections and monitoring. (1 Measure)												
Number of facilities housing DC residents that have been inspected during the fiscal year	Annually	New in 2018	6	9	8	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4	Unmet	BOP and DOC have closed visitation due to COVID-19. We had plans for VOA Chesapeake, FMC Butner, New Beginnings, & others but COVID halted inspection operations. In the interim, a survey was issued to acquire information across a sample from all BOP institutions.
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (1 Measure)												
Average number of calendar days to produce a draft report from the date of completion of an inspection	Annually	New in 2018	150	165	120	Annual Measure	Annual Measure	Annual Measure	Annual Measure	85	Met	

2020 Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
1 - Inspections and Reports (3 Measures)							
Number of facilities nationwide housing DC residents	476	122	122	122	121	121	121
Number of facilities inspected	6	9	1	1	2	0	4
Number of inspections with expert participation	0	0	0	0	0	1	1
2 - Community Outreach and Education (3 Measures)							
Number of community meetings and events attended by CIC	40	14	Annual Measure	Annual Measure	Annual Measure	Annual Measure	30
Number of CIC education presentations/events held	3	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of bulletins produced	12	10	2	3	3	3	11
3 - Relationship Building (3 Measures)							
Number of inspection reports published	6	9	2	1	3	3	9
Number of thematic reports published	5	2	0	0	0	2	2
One Annual Report of CIC activities of prior fiscal year, per statute	2	1	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve transparency of the corrections systems through inspections and monitoring. (2 Activities)			
Liaison Program Analyst	Liaison Program Analyst	Receive individual complaints and concerns, and share them with corrections agencies for notice and corrective action.	Daily Service
Inspections	Inspections and Reports	Inspect Bureau of Prisons and Department of Corrections facilities, monitor changes, and write and publish inspection reports.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
2 - Provide information and education on conditions of confinement, programs, and prison reentry to inform and empower inmates, the community, and policy decision-makers. (3 Activities)			
Community Outreach and Education	Community Outreach and Education	Attend events, host events, and communicate via the web, email, and social media in order to educate the community about issues related to confinement.	Daily Service
Thematic Reports	Thematic Reports	Provide briefs and reports on systemic issues affecting inmates in Bureau of Prisons or Department of Corrections facilities.	Key Project
Data Reporting	Data Reporting	Develop independent content on the information received directly about the Bureau of Prisons and Department of Corrections, and regularly disseminate that information via agency newsletters, the dashboard, and other media platforms.	Key Project
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (1 Activity)			
Relationship Building	Relationship Building	Communication with Bureau of Prisons and Department of Corrections officials on conditions of confinement and community concerns.	Daily Service
4 - Improve the transparency of CIC operations, including how the CIC selects facilities to inspect, and how the CIC stores and uses information from stakeholders. (1 Activity)			
Scheduling	Scheduling	Create inspection schedules based on the incoming information, and draft a list of facilities to inspect at the beginning of the fiscal year.	Daily Service

2020 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Community Outreach and Education (1 Strategic Initiative)				
Event Visibility	In FY20, CIC will visit at least 3 events in the community, and distribute flyers, cards, or other information in order to promote visibility of the CIC.	Complete	CIC attended events hosted by Cardoza High School, SOME, and a community block party addressing awareness relative to gun violence. The goal is to interact with the community in order to see how we can serve.	
Data Reporting (1 Strategic Initiative)				
Press or Interviews	In FY20, CIC will speak at two (2) or more community events or press interviews in order to bring awareness to the data related to a select issue.	Complete	The CIC has spoken at community events, such and has interacted more with the press, including addressing conditions of confinement on shows such as Roach Brown's radio show, and inquiries from local news reporters.	
Inspections and Reports (2 Strategic initiatives)				
corrective action period	In FY20, CIC will assure that a corrective action period is established prior to writing the formal reports in order to strengthen communication with institutional administrators.	Complete	The CIC has implemented this period, and will note forthcoming developments upon the resumption of our normal inspections, which were halted due to COVID. Currently, we look forward to examining the true impact of the process during future inspections.	
Board Review	In FY20, CIC will assure that the CIC Board of Directors receives sufficient review time prior to sending final drafts of reports to DOC or BOP officials if their names are on the report.	Complete	This period has been implemented in order to assure that Board members have an awareness of recent developments, as well as an opportunity to provide insight or adjustments.	
Liaison Program Analyst (1 Strategic Initiative)				
Liaison Replacement	In FY20, CIC will replace (remove) the liaison program analyst position, and collect data from in-person and telephonic communications, which will be regularly documented in Ragic.	Complete	The duties of the position have been reassigned to analysts.	
Relationship Building (2 Strategic initiatives)				
corrective action period	In FY20, CIC will assure that a corrective action period is established prior to writing the formal reports in order to strengthen communication with institutional administrators.	Complete	The CIC has implemented this period, and will note forthcoming developments upon the resumption of our normal inspections, which were halted due to COVID. Currently, we look forward to examining the true impact of the process during future inspections.	
Non-profit collaborations	In FY20, CIC will meet with at least three (3) non-profit agencies that focus on reentry services or criminal justice issues in order to develop a relationship where CIC can confidently suggest referrals when needed	Complete	The CIC has met with non-profit agencies, such as RAN, WLC, IAHR, Free Minds Book Club, ReThink Justice, and House of Ruth for a variety of issues. As we enter FY21, we will continue to build our network, and establish relationships that are beneficial to answering inquiries that we may receive from incarcerated individuals and their families.	
Scheduling (1 Strategic Initiative)				
Advance Scheduling	In FY20, CIC will meet to comprise a list of facilities to visit at the start of the fiscal year, and observe how that schedule helped to inform or alter operations and external communications.	Complete	An advance schedule was developed, and was a useful tool that will continue for all fiscal years. It was impacted severely by COVID, due to the restrictions on visitation; however, the CIC looks forward to continuing this practice.	
Thematic Reports (1 Strategic Initiative)				
Two Thematics	In FY20, CIC will construct at least 2 thematic reports for issues related to mental health, reentry, and/or incarcerated women's issues.	Complete	The structure of reports were adjusted to reflect more timely and useful information with a more targeted, narrower scope. Once normal institutional visitation resumes, the CIC will continue its attempt to explore these themes We produced a thematic report on Compassionate release, and aim to produce a follow-up in FY21. We also have 2 thematic reports pending for publication in FY21, which employ a qualitative and quantitative analysis of survey results inquiring about COVID experiences within the BOP.	